

# Student Fee Request Web Application Instructions

All student fee requests, for both new requests and/or updates to existing student fees, for the upcoming year must be submitted via the Student Fee Request Web Application. This document provides high-level instructions for using the Student Fee Request Web Application. If you need assistance or have any questions, feel free to contact your Budget Office liaison or send an email to [budgets@clemson.edu](mailto:budgets@clemson.edu).

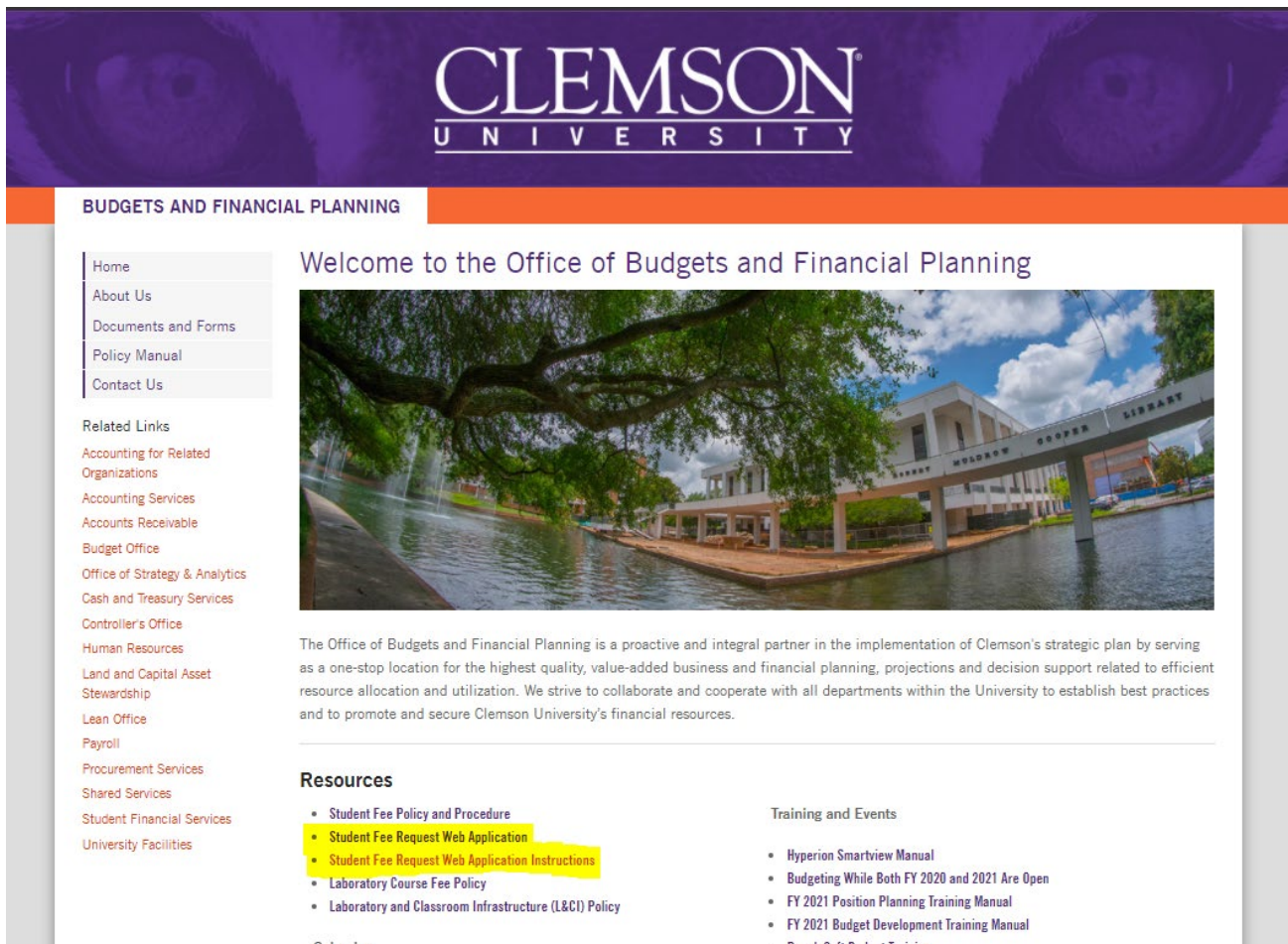
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# Access

## Website

Users will need to contact the Budget Office to request access to the Student Fee Request Web Application. Please contact Greg Ball ([gball@clemsun.edu](mailto:gball@clemsun.edu) or 864-656-9916). In order to access the Student Fee Request Web Application using a web browser, navigate to the Budget Office website located at <http://www.clemson.edu/finance/budgets/>, and select “Student Fee Request Web Application”.




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The Office of Budgets and Financial Planning is a proactive and integral partner in the implementation of Clemson's strategic plan by serving as a one-stop location for the highest quality, value-added business and financial planning, projections and decision support related to efficient resource allocation and utilization. We strive to collaborate and cooperate with all departments within the University to establish best practices and to promote and secure Clemson University's financial resources.

#### Resources

- [Student Fee Policy and Procedure](#)
- [Student Fee Request Web Application](#)
- [Student Fee Request Web Application Instructions](#)
- [Laboratory Course Fee Policy](#)
- [Laboratory and Classroom Infrastructure \(L&CI\) Policy](#)

#### Training and Events

- [Hyperion Smartview Manual](#)
- [Budgeting While Both FY 2020 and 2021 Are Open](#)
- [FY 2021 Position Planning Training Manual](#)
- [FY 2021 Budget Development Training Manual](#)
- [PeopleSoft Budget Training](#)

## Login

Enter your Clemson username, password and select "Login"



Username

Password

[Forgot password?](#)

**Login**

Need help? Visit the [CCIT Support Center](#), email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call [\(864\) 656-3494](tel:(864)656-3494).

[Password Help](#)

## My Fee Requests

Once you have logged onto the Student Fee Request Web Application you will see all active requests you have submitted.

### My Fee Requests

Fee Info				
Fee ID	Fee Name	Owner	Apply Date	Status
1	Test Fee	iczame	FY2024-25	Progress Saved
2	Test	cnakuma	FY2015-16	Progress Saved
3	Next Generation of Engineers and Scientist Pr	murdaug	FY2015-16	Submitted
4	IFCS - Dominican Republic	jmcdnll	FY2014-15	Progress Saved
5	WISER	reginat	FY2015-16	Submitted

# New Fee Request

## Create

In order to create a new fee request, select the "New Fee Requests" across the purple header and enter the "Fee Name", "Fiscal Year" which the request would be effective and then select "Create".

My Fee Requests   **New Fee Requests**   Admin Console   User: gball

### New Fee Request

Fee Details

Fee Name	<input type="text"/>
Fiscal Year	<input type="text" value="FY2014-15"/>

Create

## Data Entry

Once the new fee request has been created, you can complete the data entry. Note that you can make changes and select the “Save Progress” at the bottom of each tab. Once you have completed data entry you can select the “Submit for Review” at the bottom of the “Additional Details” tab to submit the request for review and approval.

## Fee Information

For the Fee Information tab, you will need the chart string details (account, fund, etc.), the fee amount / frequency (per year, per term, etc.) and estimated headcount information.

The screenshot displays the 'Test Fee' application interface. At the top, a navigation bar includes 'My Fee Requests', 'New Fee Requests', 'Admin Console', and 'User: gball'. The main content area is titled 'Test Fee' and features several tabs: 'Fee Information' (selected), 'Apply Fee', 'Financial Projections', 'Justification', and 'Additional Details'. The 'Fee Information' tab contains the following sections:

- Fee Details:** Includes 'Fiscal Year' (FY2024-25), 'Fee Status' (Progress Saved), and a 'Notes' text area.
- Chart String:** A table with columns for Fund, Account, Department, Program, Class, and Project, each with an empty input field.
- Requested Fees:** Includes a '0.00' input field and a 'Per Academic Year' dropdown menu.
- Assumptions:** Includes a 'Fall Headcount' input field with the value '0.00'.

## Apply Fee

For the Apply Fee tab, you will need details regarding which students would pay the fee (undergraduate, in-state/out-of-state, full-time/part-time, etc.) and which term / part of term (fall, summer I, etc.) the fee would be assessed.

### Test Fee

Fee Information **Apply Fee** Financial Projections Justification Additional Details

Apply Fees to Student

Student Type	Residency	Status
None selected ▾	None selected ▾	None selected ▾

Apply Fees to Term

Fall	Spring	Summer
None selected ▾	None selected ▾	None selected ▾

Save Progress

# Financial Projection

For the Financial Projections tab, you will need to provide historical details regarding revenue and expenditures in addition to projections for the future fiscal year for both if the fee is approved and if the fee is not approved. Note that if the fee request is for a new fee, simply enter the last column with the financial projections if the fee is approved.

### Test Fee

[Fee Information](#)
[Apply Fee](#)
[Financial Projections](#)
[Justification](#)
[Additional Details](#)

Financial Projections					
	Projected Actuals FY2021-22	Projected Actuals FY2022-23	Projected Actuals FY2023-24	Projected FY2024-25 without increase	Projected FY2024-25 with increase
Beginning Fund Balance:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Fee Revenues:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Other Revenues:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total Revenues:</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Unclassified & Faculty:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Classified:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Graduate:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Wages:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Fringe:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total Personnel Costs:</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Travel:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Equipment:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Student Financial Aid:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Other:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total Other Costs:</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Capital Improvement	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>



## Justification

For the Justification tab, you will need to provide explanations for the "Current Situation", "Future Needs", "Goals and Outcomes" and "Fee Utilization" in the corresponding text boxes.

The screenshot shows a web application interface for a 'Test Fee' page. At the top, there is a navigation bar with a logo on the left and the text 'My Fee Requests', 'New Fee Requests', and 'Admin Console'. On the right side of the navigation bar, it says 'User: gball'. Below the navigation bar, the main content area is titled 'Test Fee'. Underneath the title, there are five tabs: 'Fee Information', 'Apply Fee', 'Financial Projections', 'Justification', and 'Additional Details'. The 'Justification' tab is currently selected and highlighted. Below the tabs, there are four large, empty text input boxes, each with a label above it: 'Current Situation', 'Future Needs', 'Goals and Outcomes', and 'Fee Utilization'. At the bottom left of the main content area, there is a button labeled 'Save Progress'.

## Additional Details

For the Additional Details tab, you can upload a single attachment file to provide additional details regarding the fee request. In addition you can select the "Submit for Review" to submit the fee request.



### Test Fee

Fee Information   Apply Fee   Financial Projections   Justification   **Additional Details**

File Upload

Current upload: wordmark-paw.gif

# Managing Fee Requests

You can review and access any active fee request by selecting “My Fee Requests” in the purple header.

## My Fee Requests

In order to access an active fee request, select “My Fee Requests” in the purple header and then select either the “Fee ID” or the “Fee Name” for the fee request in question.



### My Fee Requests

Fee Info				
Fee ID	Fee Name	Owner	Apply Date	Status
1	Test Fee	iczame	FY2024-25	Progress Saved
2	Test	cnakuma	FY2015-16	Progress Saved